

## **HOW TO UPLOAD A PHOTO INTO YOUR REFTOWN ACCOUNT.**

The chapter recommends each member upload a recent photo of yourself into your Reftown account. The photo helps fellow officials and coaches to identify you.

**THE PHOTO:** Collared shirt. Recommend photo taken in TASO officiating shirt. Inappropriate photos will be deleted by the Reftown administrator.

### **HOW TO DO**

1. Enter Reftown.
2. On main menu, select DIRECTORIES – OFFICIALS. The official's roster will appear.
3. Scroll down to your account.
4. Place mouse over PHOTO. Select PHOTO.
5. UPLOAD IMAGE page will appear.
6. Select CHOOSE FILE. Find your photo on your laptop or phone.
7. Select UPLOAD PHOTO.
8. At bottom of screen select CLOSE AND RELOAD.